

**RECRUITMENT FORM**

The purpose of this form is to assist supervisors in assuring that all of the information necessary to open and fill a position is provided to the personnel office.

## 1. Position Status

Position Title \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Position Number \_\_\_\_\_ Responsibility Center  
 \_\_\_\_\_ Responsibility Center  
 \_\_\_\_\_ Responsibility Center

\_\_\_\_\_ Permanent, \_\_\_\_\_ Full Time, \_\_\_\_\_ Part Time

\_\_\_\_\_ Hours per week

\_\_\_\_\_ to \_\_\_\_\_ Proposed Schedule

\_\_\_\_\_ Temporary \_\_\_\_\_ Short Term Worker \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time

For temporary and short term positions:

\_\_\_\_\_ Approximate duration (must be no more than 12 mos. for a Temporary and no more than 90 days in a continuous 12 month period for a Short Term Worker)

## 2. Advertising/Posting Options

\_\_\_\_\_ Open Internal (Required for all OPI Positions)  
 \_\_\_\_\_ Number of days (Minimum of 7 required)

\_\_\_\_\_ Open External  
 \_\_\_\_\_ Number of days (Minimum of 5 required, 10 if statewide)

\_\_\_\_\_ Local (Ad in the local paper and Job Service)

\_\_\_\_\_ Statewide (Ad in the six major papers and Job Service)

\_\_\_\_\_ Other instructions for ad distribution \_\_\_\_\_  
 \_\_\_\_\_

3. Recruitment and Selection tools (Please attach)

\_\_\_\_ Vacancy Announcement

\_\_\_\_ Text for newspaper ad

\_\_\_\_ Application supplement questions and model answers

\_\_\_\_ Interview questions and model answers

\_\_\_\_ Other selection tool and model response (please list)

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4. Scoring

\_\_\_\_ Final score to be total of all selection criteria

\_\_\_\_ Final score will not include supplement & application

\_\_\_\_ Usual application of seniority (1% [.010] of their own score per year of service with OPI for MPEA contract members, on the combined scores for the application supplement, structured interview and test.)

5. Names of proposed selection panel

6. Authority

Date

Approved by Supervisor\_\_\_\_\_

Approved by Department Head\_\_\_\_\_

Approved by Personnel Officer\_\_\_\_\_

Revised 3-02